

PDA Board of Directors Meeting Minutes

October 27, 2016

COLOR KEY: Action Items highlighted in Yellow; Votes highlighted in Turquoise

PRESENT: Nadine Gaudin, Carol Dores, Chantal Bourges, Kelly Pfeiffer, Lois Ingber, Shuli Zheng, Brad Ainge, Jane Nelsen. **ABSENT:** Kelly Gfroerer

HOW WE WORK: *Be respectful of one another, listen for understanding, request specificity - ask curiosity questions, trust the process, work it through, maintain deep sense of gratitude and appreciation for everyone, Honesty, Be open in our needs, Appreciate we may go to “flipped lid” and recognize that in ourselves and others...allow for calm breath...wait, allow for ease and fun, know “we’ve got this”, be kind and firm, busy peaceful, what is said with to us stays with us-- confidentiality, self-care. PDA needs must come before our own, if there is a conflict of interest we recuse, Presuming positive intent, focus on staying ahead/think outside of the box. Put a pen up if you have something to say. Try to work for consensus, but go to vote when needed (July 2014, updated January 2015).*

The meeting began with compliments and appreciations.

BOD MEMBERSHIP. The “HOW WE WORK” paragraph above was read as part of welcoming and orienting Shuli and Kelly P. to the BOD. Carol emphasized the importance of confidentiality of agenda items discussed, and waiting until appropriate times to announce decisions, etc. She also offered for Shuli and Kelly P. to take their time orienting to the BOD and to ask questions as needed.

Carol proposed offering to Gina Graham, who this past week informed the BOD of her need to resign her position, an invitation to participate on an as-needed basis as a non-voting Consultant. **DISCUSSION:** Inquiry by Lois if previous applicants were being considered to replace her. Carol indicated this was not the case, since the BOD has the minimum 5 voting members. **VOTE:** Unanimous for Gina to participate as a Consultant as needed.

Carol also proposed offering Kristen Hovious a non-voting position on the BOD as a Consultant for Research and Grants. She has been instrumental in the parenting research and just completed working on the proposal for the Chicago School District parenting project. **DISCUSSION:** Brad commented on the idea of the BOD working toward becoming an advisory BOD vs. a working BOD, and that a consultant could be a paid position, especially when writing grants, etc. Carol responded the position could be paid or unpaid depending on need, such as helping Kelly G. with research and special projects. Kristen would attend meetings as needed. **VOTE:** 4 Ayes, 1 Abstention.

HOW WE MAKE DECISIONS. Nadine discussed the need for quick turnaround on decisions and items for review. Agreement made to give three (3) business days to respond, then things will move forward at the end of the three days even if not all have responded. Communication will be through Basecamp on these matters on a trial basis for one month. The thinking is that it is easier to track than emails, and documents can be posted. **VOTE:** Unanimous.

NOTE: Chantal approves the September minutes: ACTION: Chantal to post this on Basecamp.

SECRETARY POSITION. Carol reminded the BOD that the Secretary position needs to be filled and officially documented per the by-laws. This position has been rotated several times in the last two years, and Chantal has held the position since September 2015, and since January 2016 in title only with many helping share the responsibility. Lois agreed to serve as Secretary for a minimum of six months. VOTE: Unanimous. ACTION: Lois set the goal of turnaround of meeting minutes to be three (3) days. ACTION: Chantal agreed to log the Action items and post on Basecamp within 3 days following receipt of the minutes.

INTERNATIONAL PARTNERS. Brad presented the draft he and Kelly G. worked on of guidelines for International Partners. The document was modified during the meeting based on the following comments:

1. Insuring equivalent/proportional membership fees depending on the country,
2. The organization may be profit or non-profit.
3. All members are entitled to all benefits.
4. The mention of royalties was removed from the document. As it does not apply universally.

Discussed there being an annual application. Also discussed terminology: the various meanings conveyed by using "Association" vs. "Partner," and the meaning of "International" vs. "Global." VOTE: The term "PDA International Partner" will be used for the one in-country membership organization coordinating with the PDA. Others, whether organizations or individual will be "Affiliates" as they are affiliated with the PDA. ACTION: Brad to send the final draft of the PDA International Partner Guidelines to Lois for the minutes.

Nadine raised the question about changing the name of the PDA. ACTION: Nadine to place this on the agenda for the Nov. meeting.

MINIMUM NUMBER FOR CORE WORKSHOPS. Lois noted the website indicates a current policy for a minimum of 12 registrations to hold a core workshop. Since it is possible to do a workshop with a minimum of 5, Lois proposed it become the new policy. VOTE: Unanimous. ACTION: Brad will change this on the website.

Ideas were discussed about how to inform Trainers about the change which led to the question of how to inform all members of new decisions and information from the BOD, to increase communication. VOTE: Unanimous to create a special page on the website updated monthly following BOD meetings to chronicle BOD actions for the general membership. ACTION: Brad to create the page and will ask Kelly G. to provide the information to him for monthly updates.

INTERNATIONAL THINK TANK COMMITTEE. Nadine reported a committee has been created to develop guidelines for international Think Thanks. The members include Nadine, Glenda, Susie, Gigi, and Kelly P. Jane N. was invited and accepted during the meeting.

Shuli recommended Angela Zhang be included due to her experience organizing the PD conferences and other large trainings. Kelly P has agreed to lead the committee **ACTION: Kelly P will send a notice to the LT's inviting anyone else interested to participate. She will invite Angela.**

EAST COAST CONFERENCE UPDATE. The conference was Oct. 22. Carol reported 40 registered though fewer actually attended due to weather and other reasons. Mary Nelsen Tamborski's keynote was well received. Teresa took ill and could not attend, and Carol thanked her for organizing the conference so well it was easy for others to step up to assist. The BOD was informed at the Sept. meeting that registrations were low and that the PDA would lose money. Final figures are pending from Chantal. Since most in attendance were new to PD, this is viewed as an investment for the future. **ACTION: The BOD will need to vote at the November meeting to change the location, possibly to Atlanta as discussed at the Sept. meeting.**

BARCELONA CONFERENCE AND ACT UPDATE. Cheryl and Kelly P. will be the LT's facilitating the ACT and have been advised to wait until a minimum of six (6) Candidates have been vetted to make their plane reservations. Kelly G. asked LT's to assist in reviewing files and received many replies. They were asked to commit to a one-week turnaround for reviewing files, which the BOD will then review. Nadine reported she, Kelly P., Gina and Joy are meeting weekly to plan, along with Nuria. Bibiana and Cristina are helping with translations. Beatrice will also assist with the conference. **ACTION: Nadine will announce the conference and have it posted on the website as of Monday, Oct. 31.**

CHINA UPDATE. Shuli shared her goals representing CPDA (China PDA) and collaborating with the BOD. She would like to build a bridge between the two organizations. A document Shuli created of her goals will be included in Basecamp. A summary:

1. Create a team to translate materials on the PDA website (and other documents) for the CPDA.
2. Increase communication. A WeChat group has been created for all Chinese Trainers to increase connection, communication and collaboration.
3. Address the mindset of many Chinese Educators and Trainers that PD is a business vs. conveying the spirit of PD. This can be addressed at the annual conference in May, and LT's and the BOD can be invited to participate.
4. More than 50 people have applied for ACT. She suggested offering ACT's more frequently including at the time of the May conference, at the U.S. Think Tank, and in November. She suggested there be a fixed price for these.
5. Provide earlier announcement in China for U.S. TT due to the length of time needed for obtaining visas and making other arrangements. Also suggested having translations.
6. Clarify confusion about the identity of the CPDA and its relationship to the PDA. **ACTION: An email will be sent to those in China to explain the relationship.**

ADDED AGENDA ITEM: Chantal reported on the transition to the new financial company. Other than a few outstanding workshop payments the transition has been smooth.

ADDED AGENDA ITEM: Lois inquired of the BOD how the time for this meeting worked considering all the time zones. Shuli indicated it worked for her; she is up the latest. Lois and Jane are up the earliest and indicated it was ok for them, too. **ACTION: The same time for meetings will be used.**

ELECTRONIC VOTES SINCE SEPTEMBER, 2016 MEETING.

1. Kelly Pfeiffer unanimously approved as new Board member. Shuli Zheng approved as non-voting Consultant to the Board.
2. Cheryl Erwin and Kelly Pfeiffer unanimously approved as Co-Facilitators for the ACT in Barcelona, March, 2017.
3. PDA will cover costs of using the e-zine magazine "Compass" as the newsletter for the PDA.
4. Susie Zhang's request for a Chinese Trainer candidate to be certified as a Trainer through Option 2 was not approved due to needing to fulfill more of the requirements.

NEXT MEETINGS: November 10 and December 8.

Respectfully submitted by Lois Ingber.